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XR - How to Run a Working Group Meeting

Last Updated: 26th August 2019 by Huw-AKL

[Minutes Template](#)

[Meeting Agreements](#)

[Facilitating a Working Group Meeting Guide](#)

Session overview and timing

Length: 75 - 90 min

#	Session	Length
1	Check Ins	5 min
2	Regenerative Culture	5 min
	Split into Working Groups and sub groups	
3	Actions Review from last meeting	3 min
4	Anything to add to Agenda	5 min
5	Work through Agenda items	30 min
6	Record items postponed	3 min
	Back together as 1 group	
7	Reports from other groups	10 min
8	Check Outs	5 min

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Agenda Template

Item	What	Why	Notes
1. Check Ins	Go round the circle. Each person speaks for no longer than the agreed amount of time (1 minute? - have a timekeeper) about how they are in that moment and says anything that would help them be present in the meeting. Invite people to say one thing they're grateful for.	This helps to build trust, enable everyone present to feel heard and deepen relationships. Gratitude changes the atmosphere.	One suggestion is to use this check in to listen from the heart and speak from the heart. Suggestion: don't verbally respond to anyone else's check in, just listen.
2. Regenerative Culture and Meeting Agreements reminder	Establish Meeting Agreements that everyone consents to. Run through them as a reminder at the beginning of each meeting	These meeting agreements can help the group to observe Extinction Rebellion's 10 Principles , promoting connection, consent and equality/equity	
Split into working groups / sub groups: Trying to make decisions as a big group can be time consuming and ineffective			
3. Actions Review	<p>Actions review of the Minutes of the last meeting - NOT A DISCUSSION</p> <p>Record action points that were not completed and still need to be, or have unknown status due to absence</p>	<p>This is done for accountability, and to gain clarity on where we are</p> <p>This is done so they are remembered and not dropped</p>	Actions can be taken by anyone who is willing and has capacity. They don't have to fit your 'role'. This can facilitate decentralisation and prevent overwhelm for people in specific roles
4. Anything to add	Anything to add to the agenda from anyone in the group?	Opening this out to the whole group helps encourage everyone's voice to be heard.	
5. Agenda Items	The facilitator works through the agenda items, with the help of the time keeper and minute keeper	To provide structure to the meeting	The minute keeper should keep a careful note of action points, who agreed to take them on and when they will do them by.
6. Items postponed	The minute keeper will make a note of any agenda items postponed until the next meeting	To start to form the next meeting's agenda	

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Come back together as 1 big group			
7. Reports from sub groups	Each working / sub group nominated 1 person to give a (timed - 1 minute?) summary of decisions made, things being worked on and possibly help needed from other groups.	So the whole group stays connected	If the group has become large enough, this might be done in a separate ‘coordinators’ meeting, with 2 coordinators from each sub group.
8. Next meeting	Confirm date, time, venue, facilitators, minute keepers, time keepers	Action Point: to <i>promptly</i> schedule the next meeting	It can save a lot of time to have a regular meeting date, time and venue, so this doesn’t have to be agreed each time
9. Check Out	Go round the circle. Each person speaks for no longer than the agreed amount of time (30 seconds? - have a timekeeper)	This helps to build trust, to get feedback on the meeting, to enable everyone present to feel heard and deepen relationships	This final check out could take the form of 1 thing each person is grateful for, or 30 seconds on how the meeting was for them.